

COMISSÃO DA CEDEAO

ECOWAS COMMISSION



COMMISSION DE LA CEDEAO

VACANCY ANNOUNCEMENT

The Commission of the Economic Community of West African States (ECOWAS), a regional organization with its headquarters in Abuja, Nigeria, seeks to recruit qualified, capable and result oriented individuals into the positions listed below under the Spanish Fund.

Directorate: Free Movement of Goods & Persons
Post: Programme Officer , Spanish Fund Management
REF : ECW-COMM/REC/FMGP/P-003/2009
Grade: P3 (UA 21, 567)
Supervisor : Programme Officer , Spanish Fund Management Unit
Duty Post: Abuja, Nigeria
Duration: Two (2) Years Renewable

DUTIES AND RESPONSIBILITIES

- Assist the Head of the Unit in providing technical support to ensure daily execution of activities of the Fund.
- Prepare and evaluate the applicant package.
- Assist the Head of Unit in the collection and review of progress report submitted by the Project.
- Assist the Head of the Unit in preparation of Steering Committee and other technical meetings.
- Perform other relevant duties of the fund.

QUALIFICATIONS AND SKILLS

- Bachelor's Degree in Migration, Development Studies, Political Science, Sociology, International Relations and Project Management or any other related field;
- Candidates should possess at least (5) years post qualification work experience.

- Possession of a higher degree would reduce the required experience to three (3) years;
- Applicants are expected to possess versatile skills in project concept invitations, development and implementation.
- Prospective candidates should be competent in project monitoring, evaluation and report with minimal supervision.
- Candidates are expected to be Computer literate with excellent analytical and operational skills.

AGE

Candidate must not be over **fifty (50) years** of age at the point of recruitment.

LANGUAGE

Must be fluent in one of the official languages of ECOWAS: English, French and Portuguese. A working knowledge of second official language would be an advantage.

METHOD OF APPLICATION

Interested and qualified candidates should send their detailed curriculum vitae including photocopies of their academic certificates, telephone numbers, e-mail addresses with a covering letter, quoting the relevant reference number at the top right hand corner of their application envelopes addressed to the:

The President of the Commission
Attention: Director of Human Resources
ECOWAS Commission,
101, Yakubu Gowon Crescent,
P.M.B 401, Garki,
Abuja, Nigeria
E-mail: jobs@ecowas.int

Only citizens of ECOWAS Member States are qualified to apply.

Prospective Candidates are advised to visit ECOWAS website at www.ecowas.int

The deadline for the receipt of all applications is **Friday, 3rd July, 2009 at 5p.m. prompt.**

Please note that only short-listed candidates will be contacted.